

Source: Taken from email written by Ingrid Ward (USEPA) to workgroup members on 02/23/04, Subject: Misc Metal 2/4/04 Meeting notes + Welcome email w/ participant list & conference schedule.

Misc. Metal Implementation Tool Development Workgroup

Meeting Notes

March 2, 2004

Hi Guys,

I am so sorry that it has taken me so long to get these notes and meeting information to you. I've been out of the office a great deal due to some leg problems I've been having. I'm actually going to be working from home for a short time, so, if you need me, you may want to email me.

Welcome:

First let me thank you for participating in the Misc. Metal (MMMM) Implementation Tool Development Partnership effort. The purpose of the group is to bring together interested parties to help identify implementation needs for subpart MMMM. The goal is also to find mechanisms for partners to develop implementation tools that meet the needs of the regulated and regulatory community and to help market and distribute those tools to other interested parties.

Our first meeting was held on February 4, 2004. Good EPA/RO/State participation but need more representatives from regulated community. Participants introduced themselves and we did some general brainstorming on our target audience and talked about different types of tools in general. Here are the main points that I heard:

- * Tools need to be in plain English.
- * Overlap provision tools maybe needed (emission limit provisions, predominate use).
- * Applicability overlap flow diagrams developed previously by OAQPS but still in draft may be useful.
- * Sample notification forms helpful (provides industry idea of what to put, helps regulators get consistent reports).
- * Calculations spreadsheet would be helpful.
- * Suggestion to put timeline on brochure (boilers effort is doing this).

Conference Call Schedule:

Calls are first Tues of each month, 2-3 EST, Call-in 919-541-5230

I have also set up a monthly conference call schedule below. Prior to each meeting, I will try to send out a reminder email with agenda items.

March 2, 2004

Agenda: Begin to look at tool types that could be created. A list of some example tools along with a definition of that tool can be found at <http://www.epa.gov/ttn/atw/powc/review/tooldefinitions.pdf>. We will also begin discussing partner participation options. We can use the POWC partner program as a starting point. For information on that program, see our partner brochure (<http://www.epa.gov/ttn/atw/powc/partner.pdf>) and the POWC Tool Development Plan (<http://www.epa.gov/ttn/atw/powc/powcplan.html>).

April 6, 2004

May 4, 2004

June 1, 2004

July 6, 2004 [may need to change]
August 3, 2004
September 7, 2004
October 5, 2004
November 9, 2004
December 7, 2004

Participant list (as of 2/23/04):

Action Item: Since our kickoff meeting, we have had several requests for individual to be added. I have compiled the new distribution list below so everyone is aware of who is interested in participating. Please let me know if you wish to be removed from the group listing. Also, please send me an email with your mailing address, fax and telephone number if I do not already have it below.

These name are in no particular order. Names with an * are those that were present at our kickoff meeting (listed first).

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